



**Vacancy Announcement
U.S. Embassy
Algiers, Algeria**

Vacancy Announcement
58-2008

OPEN TO: All Interested Candidates
POSITION: Travel Assistant, FSN-06*; FP-08**
OPENING DATE: December 15, 2008
CLOSING DATE: December 29, 2008
WORK HOURS: Full-time; 40 hours/week
COMPENSATION: DZD 626,888* (Grade 06)

*This represents the total annual compensation including salary, bonus and benefits.

**Not-Ordinarily Resident (NOR); Salary to be confirmed by Washington.

The U.S. Embassy in Algeria is seeking an individual for the position of Travel Assistant in the Management Office.

BASIC FUNCTION OF POSITION

Arranges for the travel of American personnel and their family members assigned to Algiers and whose agencies subscribe to this service under ICASS, and for the travel and temporary housing accommodations of official and VIP visitors to Algiers. Specifically responsible for travel arrangements within or to the countries of America (North and South), Europe, Asia and Africa.

Please contact the HR Office if you wish to review a copy of the complete position description listing all duties and responsibilities of the position.

QUALIFICATIONS REQUIRED

All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

- 1. Required Education:** Completion of secondary school is required.
- 2. Prior work experience:** Two to three years of progressively responsible experience in the travel field, or in a closely related field is required.
- 3. Language Proficiency:** Level 3 English, French and Arabic ability (good working knowledge) in Speaking, Reading and Writing are required.
- 4. Other criteria:** Good working knowledge of the Standardized Regulations (Government Civilians, Foreign Areas), and of applicable agency (State, DOD, etc.) ancillary instructions.

5. Other Skills and abilities: Must be able to deal tactfully, yet effectively, with U.S. citizen personnel and their family members, VIP visitors and host country officials. Must have a good working knowledge of the Microsoft Office Suite of software and of the Internet and its search engines.

ADDITIONAL SELECTION CRITERIA

1. Management will consider nepotism/conflict of interest and budgetary restrictions in determining successful candidacy.
2. Current employees serving a probationary period (6 months or 1 year) are NOT eligible to apply.
3. EFMs who currently hold an FMA appointment are ineligible to apply for advertised positions within the first 90 calendar days of that appointment.

SELECTION PROCESS

Eligible Family Members and U.S. Veterans will be given preference when considered equally qualified for Embassy Vacancy Announcements. Therefore it is essential that the candidates address the required qualifications as specified in the application.

TO APPLY

Interested applicants for this position must submit (1) and (2) below:

1. Preliminary Documentation
 - Current Resume. A current resume or curriculum vitae that provide the same information as an OF-612.
 - Letter of Interest. You must attach to the letter:
 - References: Provide contact information (i.e. name, address, phone number, email address) for three (3) current and/or previous supervisors.
 - Indication as to whether you are currently employed with the embassy; and whether you have a relative currently working within the Mission. If so, provide their contact information (i.e. name, address, phone number, email address).
2. Proof of education.
 - Copies of relevant diplomas or degrees (as required) by the position.
 - Any other documentation that addresses the qualification requirements of the position as listed above. Applicants should make sure to send copies of their documents and not originals as we cannot ensure return of originals.

Interested applicants may choose to submit the below application form with the package detailed in (1) and (2). Alternatively they can wait to do so until required in the hiring process. Unsuccessful applicants will not receive an invitation to attend the interview.

3. Employment Application Form.
 - All prospective employees must complete an Embassy application form (usually the Federal Employment OF-612, available at the HR Office).
 - Can be submitted if selected for an interview.

ALL APPLICATIONS MUST BE SUBMITTED IN ENGLISH AND THE DOCUMENTS REQUESTED ABOVE MUST BE SUBMITTED OR THE APPLICATION WILL NOT BE CONSIDERED.

CLOSING DATE FOR THIS POSITION: December 29, 2008

The US Mission in Algeria provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

Point Of Contact:

Submit Application to: **Human Resources Office**
Attention: Travel Assistant, Vacancy Announcement #58-2008
Point of Contact: Human Resources Office
For quickest reception fax to: 021-60-73-35
Post to: BP 408 16000 Alger Gare
E-mail to: **usembassyalgiers_app@state.gov**

Note: Only the best qualified applicants will be contacted for a test and an interview